

APPLICATION CHECKLIST

Family Planning Service Delivery Improvement Research

The following items must be included in the Family Planning Service Delivery Improvement Research grant application packages submitted to the Office of Family Planning. Items marked with an * appear in the checklist on page 25 of the Application Form PHS 5161-1; they are included here for guidance in assembling the material in a consistent sequence.

ITEM	YES
* Original copy of the application with an original signature, (not a duplicated copy) of an official with the authority to commit the applicant organization to the terms and conditions of a grant, if a grant is awarded. All pages of the application should be numbered.	
* Submit an original and two (2) copies of the application.	
* Table of contents with identifying sections and corresponding page numbers	
The materials should be assembled in the following order:	
* Form PHS-5161 -1 (pages SF 424, SF 424A)	
* Budget Justification	
* Required Assurances (Standard Form 424B (7-97), Non-Construction Programs) signed by the official who signs the application	
* Certifications regarding: 1) Debarment and Suspension, 2) Drug-Free Workplace Requirements, 3) Lobbying, 4) Program Fraud Civil Remedies Act (PFCRA), 5) Environmental Tobacco Smoke, and 6) Title X Assurance of Compliance, signed by the official who signs the application	
* Project Narrative	
* Position Descriptions	
* Resumes of all professional staff	
Appendices	
Confirmation of Application Receipt	

Again, please note that:

- C All pages should be numbered.
- C Applications should not contain covers, binders, tabs or other extraneous materials-they will be discarded.
- C Due date is July 26, 2001.